

The CARE Center, INC.
JOB VACANCY NOTICE

POSITION: Supervisor
Assertive Community Treatment (ACT)
Washington Site

PAY GRADE: 16

WAGE: \$49,491 (as a minimum)

ESSENTIAL FUNCTIONS:

- Assists the Program Director with the billable community treatment team activities and the coordination of staff to ensure the provision of all recommended and required services.
- Maintains a caseload proportionate to the regulatory supervisory ratio and provides billable ACT services to consumers.
- Reviews and analyzes the work of staff related to the delivery of services.
- Participates in staff development and training activities to enhance skill and knowledge base in relation to ACT and supervisory techniques.
- Submits for appropriate release all service related correspondence, and ensures the timely preparation of all required program reports, records and documentation, in accordance with regulatory standards and program policy.
- Provides technical assistance to an on call program staff.
- Conducts ongoing utilization review activities including adherence to managed care standards.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures

QUALIFICATIONS:

- Master's Degree in Social Work or related field plus two years of supervisory experience.
- Team Leader shall be a Mental Health Professional who is trained in a generally recognized clinical discipline including, but not limited to, psychiatry, social work, psychology, nursing, rehabilitation, counseling, or activity therapies who has a graduate degree and at least two years clinical experience.
- Team Leader shall also have a minimum of two years of administrative/supervisory experience and a certified peer specialist supervisor is preferred.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Demonstrated knowledge of behavioral health programs and health/social services available to the behavioral health population.
- Demonstrated ability to make incisive observations and obtain vital information during the consumer/family interview and/or while reviewing case records to make appropriate recommendations.
- Ability to transport oneself and/or consumer, when necessary, in an insured vehicle in the performance of essential functions.
- Demonstrated ability to handle consumers with chronic behavioral health conditions.
- Ability to work independently following established policies and procedures.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18228.

EQUAL OPPORTUNITY EMPLOYER